

Southwest Civilian Personnel Operations Center

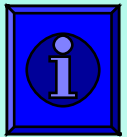


Classifying Jobs



Classifying Jobs

You will find additional information available by clicking on the Blue Icon found throughout the presentation.



You may use the PgUp and PgDn buttons on your keyboard or the mouse pointing to the buttons to navigate.

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Classification Topics

Main Menu - A



What is a Position Description



Accuracy and Review



How to Write Position Descriptions



Performs Other Duties as Assigned



Evaluate a PD



Blue and White-Collar Supervisors

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Classification Topics

Main Menu - B



Jobs With Mixed Skills



Avoid Misassigning Employees



Position Reviews/Interviews



Initiate a Classification Appeal

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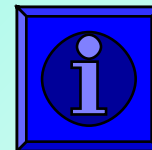
What is a Position Description (PD)?

- **FIRST: It is a “Pay Voucher”**
 - From duties we determine
 - > Pay Plan (GS, WG, WS, etc)
 - > Title
 - > Occupational Code
 - > Grade



We then set the salary range to be paid.

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What is a PD?

- **SECOND: It is a Recruitment Tool:**



Determines Work Qualifications

- > **Identifies Skills, Knowledge, Aptitudes or Personal Characteristics for Job**
- > **Vital to employee placement during Reduction-in-Force (RIF)**

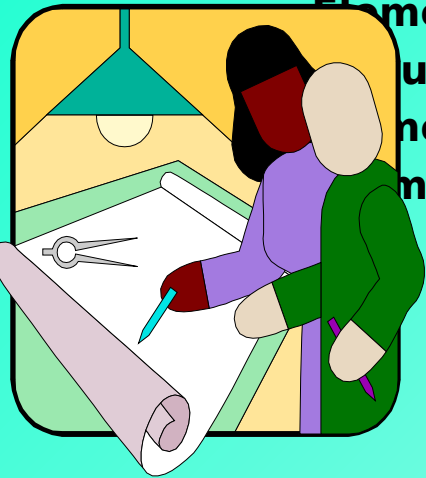
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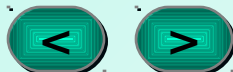
What is a PD?

- **THIRD: It Measures Job Performance:**
 - > **PD Determines Critical Performance Elements**



**Supervisor uses Performance
Elements + Standards to Evaluate
Impacts Awards and other
Performance Based Actions**

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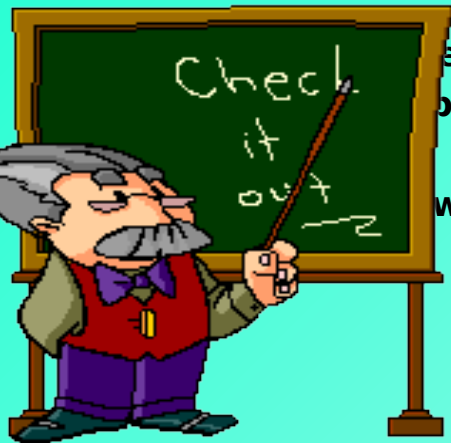




What is a PD

- **FOURTH: It Identifies Training Needs**

- > **Helps assure employee receives required training**



es preparation of Employee
ment Plans

with Training Needs Surveys

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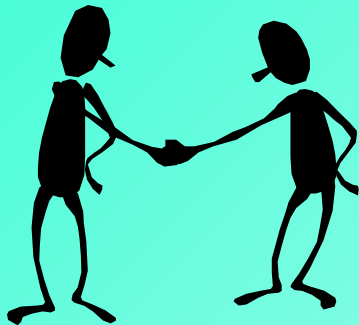




What is a PD?

**Finally:
It Assists with
Supervisory
Communication**

**Educates Employee
about Major Duties/
Tasks of Position**



**Links Associated Documents
(Performance Plan & Training
Development Plan) Together.**

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Accuracy Is Vital



- **Duties are the Basis of Employee Pay**
- **If pay is to be accurate, PDs must be Accurate, Complete & Up To Date**
- **Inaccurate PDs also Adversely Impact**
 - **Vacancy Announcements-** Requesting one set of skills while actually needing different ones
 - **RIF Placements-** Causing poor placement decisions

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How Often Should PD Be Reviewed?



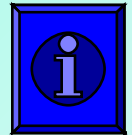
- **Annual Review is Army requirement evaluation)**

(during performance)

> **Major changes are to be reported at any time**

> **Contact CPAC Advisors to discuss temporary and/or permanent changes impacting position duties**

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Establishing New PDs



- **The Personnel Action “Requester” Approves PD Accuracy**
- **The Personnel Action “Approver” Authorizes Classification Decision**
 - **Must Have Delegated Classification Authority (DCA)**
- **If No DCA, CPOC Classifier authenticates the classification of the PD**

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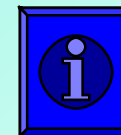


How To Write PDs



- **Three Methods:**
 - 1. COREDOC**
 - > Menu Driven with “Pick List”
Duty Statements & Factor Levels
 - > Accepted by CPOC as
properly classified
 - > Transmit as attachment to
personnel action

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How To Write a PD



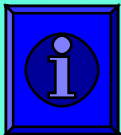
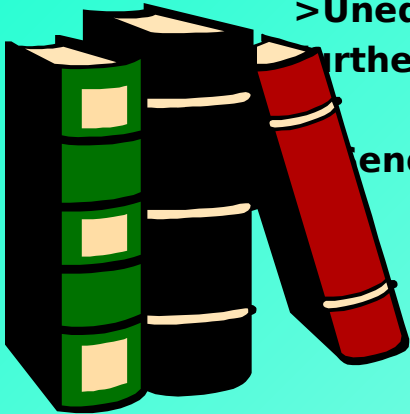
- **Three Methods (Cont):**

- 2. PD Library**

- >Contains hundreds of Army PDs**

- >Unedited PDs require NO
further classification action**

- Send as attachment to personnel action**



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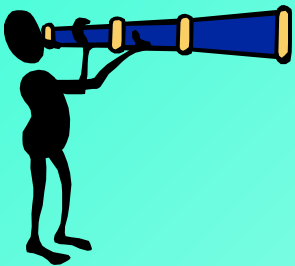




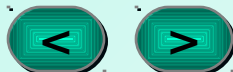
How To Write a PD



- **Three Methods (Con't):**
 - 2. PD Library (Con't)**
 - > **Benefit = Huge Time Saver** when unedited.
 - > Click Here to Look at **PD Library** on Civilian Personnel OnLine (CPOL)



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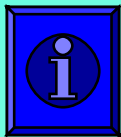




How To Write a PD



- **Three Methods (Cont):**
- **3. Look for Similar PD in FASCLASS**
 - **Master File of PDs within the Region**
 - **Copy and Paste portions of interest into Word Document**
 - **Attach to Personnel Action and Send**



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FASCLASS





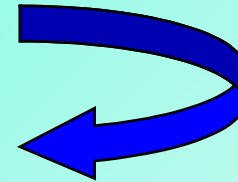
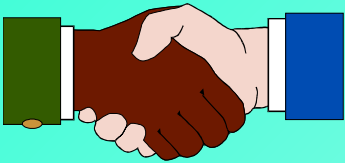
How To Write a PD



- > Not Hooked Up = No Connectivity?
- > Just Don't Get It?

Then Go To

**Your Servicing Personnel Advisor (CPAC) For Professional,
Timesaving Advice**



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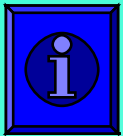




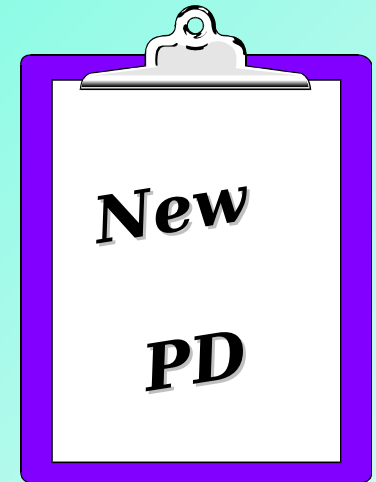
How To Write a PD



- **If You Have To Write a New PD:**
 1. **Be Factual**
 2. **Don't Overstate Duties**
 3. **Strive for Balance**
 4. **Keep it Simple**
 5. **Use Action Verbs**
 6. **Define Acronyms**
 7. **Generalize to Prolong Applicability**



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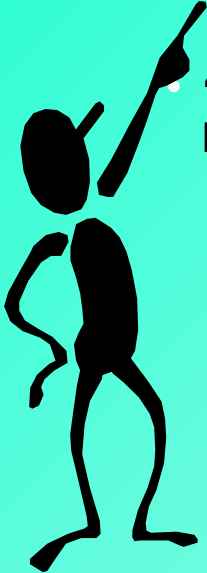
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Other Duties as Assigned

- **Army Requirement:** ALL PDs must end with statement, ***"Performs other duties as assigned."***
- Establishes Principle that Assignment of Duties is **NOT** limited to Content of PD
- "Other Duties" considered Temporary & Incidental are to be Reasonably Related to PD



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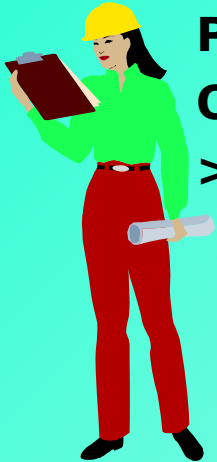
Evaluating PDs

- **Who Evaluates?**

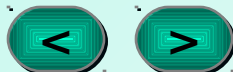
**> Line Supervisor *with* Delegated
Position Classification Authority (DCA)**

OR

> CPOC Classifier if Supervisor doesn't have DCA



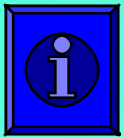
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Evaluating PDs

- **General Process:**
 1. Decide if job is GS or WG
 2. Determine if job is Supervisory, Non-supervisory or Leader
 3. Determine Occupational Group (Job Family)
 4. Assign specific occupational series
 5. Compare duties to grading criteria & Assign grade level
 6. Title the job



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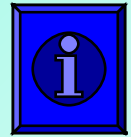
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Evaluating PDs

- **Position Classification and Job Grading Standards have different formats:**
 - * **FES Standards**
 - * **Narrative Standards**
 - * **Federal Wage System**
 - * **Supervisory Positions**
 - * **Leader Positions**
- **Format of PD must match format of standard**



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Classifying Supervisory Jobs

- **White Collar Supervisors (GS)**
 - > **Graded using General Schedule Supervisory Guide (GSSG)**
 - > **Six Factors determine grades; each has varying levels of difficulty**



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Classifying Supervisory Jobs

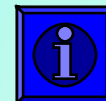
- White Collar Supervisors (GS) (cont'd)

Six Grade Determinant Factors:

1. Program Scope and Effect
2. Organizational Setting
3. Supervisory & Managerial Authority
4. Nature & Purpose of Contacts
5. Difficulty of Typical Work Directed
6. Other Conditions [Click Here for Info](#)



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Classifying Supervisory Jobs

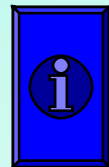
- **Blue Collar Supervisors (WS)**

> **Graded by Job Grading Standard for**

Federal Wage System Supervisors with 3 Factors:

1. **Nature of Responsibilities**
2. **Level of Work Supervised**
3. **Work Operations Supervised**

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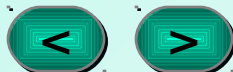
Classifying a Mixed Job

- What is a “Mixed Job”?

Jobs that are a combination of occupations and/or grade levels.



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Classifying a Mixed Job

- Understanding “Mixed Occupations” Jobs:



- > Duties cross occupational lines
- > Skills, Knowledges & Abilities in more than one field required
- > Must select single occupational series for classification....
How?



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Classifying a Mixed Job

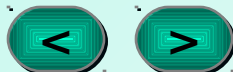
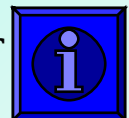
- Understanding “Mixed Grade” Jobs:



- > Federal Wage System Jobs - Grade to Highest Grade Level of Work Performed if regular and recurring
- > General Schedule Jobs - Grade to Highest Grade Level of Work Performed if 25% requirement is met or to any Grade Level when 3 Conditions are met

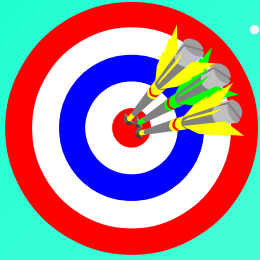
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3 conditions



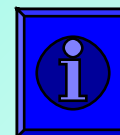


Misassignments



- What are they?
 - > When an employee Performs Major Duties **not** described in the PD for Longer than 30 Days
 - > When Major Duties described in PD are **not** performed
 - > When Major Duties described in PD are Overstated or Exaggerated

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Misassignments



- **What to Do?**
 - > **Review PD periodically for accuracy**
 - > **Detect inaccuracies & devise corrective action in a timely manner**
 - > **Consult Personnel Advisor**

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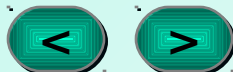


Classification Interview



- **Why Conduct A Classification Interview?**
An Interview with the employee performing the job provides detailed info on how tasks are carried out, steps involved and supervision required.
- **How Is the Interview Conducted?**
 - > In person at work site or
 - > Telephonically / through e-mail

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Classification Interview

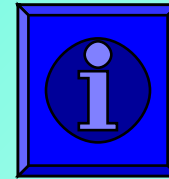
- **Preparing for the Interview**



> **Typical Questions**

> **Helpful Hints**

> **After The Interview**



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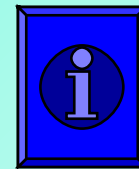
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Classification Appeal Rights

- **What is it?**
 - > **A written request for formal review of the PD of record by competent DOD or OPM Classifiers.**
- **What Happens?**
 - > **Determination of Title, Occupational Series, Grade and/or Pay Plan**



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Classification Appeal Rights

- **When?**
 - > Appeals can be initiated at anytime
- **Who Makes Appeals?**
 - > GS Employees can appeal with DOD or directly to OPM
 - > FWS Employees **Must** appeal First within DOD

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Need More Assistance?



- **Contact one of the following:**
- **Your servicing classifier**
- **Audrey Blake - blakea@swcpoc-emh1.army.mil**
- **Rebecca Rauch - rauchb@swcpoc-emh1.army.mil**

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